

Board of Public Health Meeting

October 9, 2008

Virginia City, MT

On Thursday, October 10, 2008, the Board of Public Health met at 4:10 PM in the Madison County Courthouse. Those Board members in attendance were Sarah Googe (by phone), Cindy Sharp, Bill Doggett and Mary Beth Walsh. Also in attendance were Molly Peterson, Jill Steeley and Commissioner Dave Schulz.

Vice-Chairman Bill Doggett called the meeting to order at 4:10 PM.

Job Descriptions for Public Health Nurse

The Board reviewed the Public Health Nurse job description and made some suggestions for changes/updates. Some of the changes included:

- Require a BSN
- Recommend at least 2 years Public Health experience
- Change hours to 40 hours per week
- Change salary range to \$19.32 – 24.15/hour and include the verbiage the salary is based on the nursing home RN payscale
- Change the Chain of Supervision to Board of Health instead of Commissioners

Because there was not a quorum at this time, the Board did not make a motion to make the changes, so the item was tabled to the next meeting.

Sarah Googe joined the meeting via telephone at this point.

Election of new Chair Person

Because the County Attorney, Chris Christensen, felt it was a conflict of interest for Ralph Hamler, County Sanitarian to be a voting member on the Board; Ralph will no longer be a voting member, but will still attend the meetings. Therefore, a new chair person was needed for the Board. Bill nominated Mary Beth Walsh to be the new Chair. Sarah seconded the motion. All voted aye and the motion passed. Mary Beth nominated Bill to continue to be the vice-chair.

Board Member Vacancy

Jill recommended Dayna Leavens, Pediatric Nurse Practitioner from Community Health Center for the vacant spot on the board. Sarah agreed with the recommendation saying it would be great to have a Pediatrician on the Board. Mary Beth pointed out that there is not a board member from the Harrison/Cardwell area. Jill will advertise for the position on the Board to see if we get any interest from that area.

Public Health Administrator Schedule

Jill explained to the Board that she had been working 4/10s for the past 4 months and it has worked out very well. However, the babysitter she had for the 3rd day has moved to Billings, so at this time, Jill will need to work $\frac{3}{4}$ time (3, 10 hour days). Mary Beth had asked Jill a few questions regarding this change in her schedule. Those questions were as follows:

- Is there an additional liability to the county if Jill works from home on her day off (answers calls and emails)? *The Worker's Comp representative said the liability would be no more than an employee who has a work issued cell phone talking on it somewhere other than the office. Also, the nature of the position requires Jill to be on call 24/7, so she has taken calls and emails from home since the beginning of her career.*
- Are there any Labor Laws related to Jill working from home? *Jill left a message with a person from MACo to inquire about labor laws.*

- Will the benefits be different? *As of right now, the health insurance for an employee working ¾ time is not prorated, however this could change in the future. Vacation and sick time accrue based on hours worked. Holidays will be paid at 6 hours instead of 8 hours for one day.*

The members of the Board were supportive of Jill's request to work ¾ time. Bill stated he felt the Board should be open to the modern world of the working mom. Dave Schulz said the Administrator Job Description should say 30 – 40 hours per week for those instances where the work from home on a day off accumulates time. The Board will review the schedule in 6 months to be sure it is working. Sarah moved to accept the 3/10 schedule. All voted aye and the motion passed.

Please see attached work reports for Jill & Molly's updates to the Board.

Open Discussion

Dave Schulz reported that the countywide Tabletop Drill based on the Hebgen Dam incident over Labor Day weekend went very well and the attendance was very good.

Jill told the Board that she would love for them to give her and Molly direction and ideas on what they'd like to see from the department. Jill said she is planning on calling the Home Health providers in Dillon & Bozeman to see if MCPHD could partner with them to provide those services in Madison County. Molly will continue doing blood pressure checks at Meals on Wheels and will advertise to do more so that we can provide more "Healthy Lifestyle" services. Jill also wrote a Suicide Prevention Plan (attached) and would like to put together a task force to start working on some community outreach opportunities to talk about suicide and educate the public.

Mary Beth asked if there are term limitations for Board members. Per MCA 50-2-104, there are no term limits for the Board of Health. The terms must be 3 years each and must be staggered, but there are no limitations as to how many terms a person can serve.

Next Meeting

The next meeting was scheduled for Tuesday, January 13, 2009 at 4:00 PM in the Virginia City Courthouse.

Bill adjourned the meeting at 5:37 PM